

S-E-C-R-E-T

SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY CHAIRMAN

MINIMAL AWARD CASES

20 FEBRUARY 1958

SUGG. NO. 3163: dated 29 May 1957  
[REDACTED] GS-9, Intelligence Analyst  
RI, FI, DD/P

25X1A

Summary : In RI each year some 200,000 name checks are indexed, typed on 3 x 5 cards, then microfilmed. Suggester proposed that these be microfilmed at the start and the prints be indexed and used, thus avoiding the manual typing.

This suggestion triggered a drastic reform.

Exec. Sec. Recommendation: \$15.00 award based on Intangible Benefits in the Slight-limited category.

Award : \$15.00 award granted.

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SUGG. NO. 3195: dated 18 June 1957  
[REDACTED] GS-11, Desk Officer  
EE, DD/P

25X1A

Summary : The suggester proposed a modification of the RI Division's indexing procedures. He proposed that the analyst preparing a new index card include a small symbol when the new material adds nothing - thereby eliminating request for a nonproductive item.

Exec. Sec. Recommendation: \$10.00 award based on Intangible Benefits in the Slight-limited category.

Award : \$10.00 award granted.

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SUGG. NO. 3204: dated 15 June 1957  
[REDACTED], GS-11, Intelligence Officer  
SE, DD/P

25X1A

Summary : The suggester made two proposals: (1) require originators to number cables and note whether or not indexing is required; (2) change the RI form to include a square for the file numbers and index instructions.

Exec. Sec. Recommendation: \$10.00 award based on Intangible Benefits in the Slight-limited category.

Award : \$10.00 award granted

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Minimal Award Cases Contd.  
20 February 1958

25X1A

SUGG. NO. 58-52: dated 5 August 1957

[REDACTED] -11, Graphic Illustrator  
[REDACTED], GS-9, Graphic Illustrator  
OCI, DD/I

Summary : Two suggesters proposed pre-printing a 500-600 word list of most commonly used words to use in handling rush orders for graphic art work.

Exec. Sec. Letter of Appreciation to each suggester.  
Recommendation :

Award : Letter of Appreciation

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25X1A

SUGG. NO. 58-97: dated 24 June 1957

[REDACTED] WB \$3.42 (GS-11), Photographer  
Printing Services Division, OL, DD/S

Summary : The suggester proposed an improved catch on camera copy boards to allow clamp to slide closed.

Exec. Sec. \$10.00 award based on Intangible Benefits in the  
Recommendation : Slight-limited category.

Award : \$10.00 award granted.

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25X1A

SUGG. NO. 58-102: dated 28 August 1957

[REDACTED], GS-5, VM Microfilm Supervisor  
Printing Services Division, OL, DD/S

Summary : The suggester proposed a device to support one leg of the tripod of a Model E Portable Microfilm Camera to allow filming of Kardex trays.

Exec. Sec. \$10-\$25 award based on Intangible Benefits in the  
Recommendation : Slight-limited category.

Award : \$15.00 award granted.

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Minimal Award Cases Contd.  
20 February 1958

25X1A

SUGG. NO. 58-208: dated 22 November 1957  
[REDACTED] M., GS-7, Documents Analyst  
OO, FDD, DD/I

Summary : The suggester proposed that the marked copies of Russian newspapers received by FDD/BU be retained in-tact in the files and the unmarked copies be used for clipping purposes.

Exec. Sec. Letter of Appreciation  
Recommendation :

Award : Letter of Appreciation

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25X1A

SUGG. NO. 58-304: dated 15 January 1958  
[REDACTED], GS-13, Acting Chief, Employee Activity Branch  
OS, DD/S

Summary : The suggester proposed that the dark colored steel pipes, protecting fire hydrant in the Quarters Eye parking lot, be painted yellow and red reflectors added to minimize possible accidents.

Exec. Sec. Letter of Appreciation  
Recommendation :

Award : Letter of Appreciation

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